

COLLEGE APPLICATION CHECK LIST
(pink form)

Student Name _____ College Name _____

****Date the application materials need to be at the college _____.**

I am aware the guidance office may need up to at least one week to process applications, once all items are received. I also understand applications that need mailed prior to winter break--due January 1st **MUST** be to my counselor by the **second Friday of December!** _____ (Student's initials)

Date **ALL** items were submitted: _____ (Secretary will enter date if "**ALL**" materials are submitted).

I have submitted the following items:

- _____ Paper application with signature _____ On-Line application _____ Student mailed application
- _____ Check, Fee waiver or Money Order submitted _____ Payment made by credit card
- _____ Transcript Release Form with college name, address & signature (**It must be signed by your parents if you are not 18.**)
- _____ Secretary makes copies of transcript(s), imprints school seal, and gives to counselor.
- _____ Counselor Form or College Prep. Form (**Section I is to be completed by the student.**)
NOT ALL COLLEGES HAVE THIS FORM - SEE LIST ON THE BACK OF THE FORM - a general guideline.
It is still the student's responsibility to see if there is a counselor or school report form required.
This can be found on the "College" website called "Counselor Form" or "School Report Form."
- _____ Envelope(s) are included with postage on each. **Name of college and address must be written on the envelope.** Secretary will place a Wooster High School return address label on it. (**Not necessary for the Common Application, which MUST be done online.**)
- _____ Personal Data Sheet (blue sheet) - Required if counselor recommendation or comments are needed. **The Common Application requires this form.** The Common Application must be completed online at commonapp.org. Guidance counselor and school information is on the reverse side.
- _____ List below if any teacher or outside recommendations will be turned in to mail with your application. It is your responsibility to see that they turned them in to us on time or within five days of receiving your application materials.
- | | | |
|------------------|------------------|---------|
| _____ | _____ | _____ |
| (Teacher's name) | (Teacher's name) | (Other) |

I am aware the above items **NOT** checked are missing, and the application will **NOT** be processed until **ALL** items are turned in. **This form is required for each college application, unless you are using the Common Application.**

Student Signature

Date

FOR OFFICE USE ONLY

Date given to counselor: _____ Date returned to secretary: _____

Date mailed: _____

**A Podcast detailing the college application process can be found at: www.woostercityschools.org.
Click on Wooster High School, click on Guidance, and then College Information Center.**